



City of Conover

ASSISTANT STREET MAINTENANCE SUPERVISOR-

The City of Conover is seeking an enthusiastic, self-motivated individual to fill the position of Assistant Street Maintenance Supervisor. The City of Conover is committed to providing an encouraging atmosphere that supports job satisfaction and professional growth for all City staff. Conover (approximate population 8,500) is located in the western piedmont area of Western North Carolina and is part of the Hickory Metropolitan Statistical Area (MSA), the sixth largest MSA in the state. Conover is located approximately 50 miles northwest of Charlotte; 60 miles west of Winston-Salem; and 80 miles east of Asheville and is the geographic center of Catawba County. Interstate 40 traverses through the City along with other major roads including US 70, US 321, US 70A, and NC 16. The City has a council-manager form of government; consisting of a mayor and five council members, each elected on a non-partisan basis to serve staggered four-year-terms. The City provides a full range of municipal services with a current budget of \$23.06 million. The budget includes a total General Fund budget of \$12.06 million and Utility Fund budget of \$5.65 million.

The Assistant Street Maintenance Supervisor is responsible for assisting supervisor with the supervision of employees engaged in the maintenance and repair of streets as well as patching potholes, constructing and repairing sidewalks, curbs and gutter, storm sewer, driveway apron, mowing rights-of-way, leaf collections, cleaning drainage ditches, grading dirt streets, and cleaning paved streets. The employee works with the Street Supervisor in ensuring that all programs are implemented concurrent with city goals and priorities. Work involves assistance with supervisory responsibility for the division including training, evaluating, and disciplining employees in consultation with the department head.

Education and Experience Requirements:

Any combination of education and experience equivalent to graduation from high school supplemented by courses in civil engineering or related field. Extensive experience in streets maintenance, including equipment operation experience and some supervisory experience preferred. ADA training related to street/sidewalk requirements and leadership/employee relation training preferred.

Compensation and Benefits:

The City of Conover offers a competitive salary commensurate with experience and qualifications. The hiring salary range for this position is \$17-\$20 an hour. The City provides a comprehensive benefits package including health, dental, vision, and life insurance; flexible spending accounts, Local Government Employees Retirement System (LGERS) contribution; 401k Plan contribution equivalent to 5% of salary, annual vacation that includes 15 vacation days your first year of employment, and sick leave; paid holidays. Additional benefits include bereavement and parental leave, education reimbursement, longevity and merit pay plans.

Contact and submittal information:


Madeleine Epley
Human Resources Director
P.O. Box 549
Conover, NC 28613

Email: HR@conoverncc.gov

Telephone: 828-464-1191

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.conoverncc.gov.

Deadline: Accepting applications until position is filled.

ASSISTANT STREETS MAINTENANCE SUPERVISOR		 CONOVER 1876
DEPARTMENT: PUBLIC WORKS-STREETS	REPORTS TO: STREETS SUPERVISOR	
POSITION TYPE: Full-time	FLSA STATUS: Non-exempt	
<i>This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job.</i>		

I. General Statement of Duties

Assists Division Supervisor with providing difficult skilled and routine administrative work planning and supervising the work planning and supervising the work of the employees engaged in street maintenance work. Performs equipment operation and general manual labor tasks as necessary.

II. Distinguishing Features of the Class

An employee in this class is responsible for assisting supervisor with the supervision of employees engaged in the maintenance and repair of streets as well as patching potholes, constructing and repairing sidewalks, curbs and gutter, storm sewer, driveway apron, mowing rights-of-way, leaf collections, cleaning drainage ditches, grading dirt streets, and cleaning paved streets. The employee works with the Street Supervisor in ensuring that all programs are implemented concurrent with city goals and priorities. Work involves assistance with supervisory responsibility for the division including training, evaluating, and disciplining employees in consultation with the department head.

Work is performed under the general supervision of the Public Works Director and is reviewed for program efficiency and effectiveness through period observation, inspection, discussions, and public acceptance.

III. Duties and Responsibilities

Essential Duties and Tasks

- Assists with planning and supervising the activities of employees engaged in the maintenance and repair of streets including but not limited to: patching potholes, constructing and repairing sidewalks, curbs and gutter, storm sewer, driveway apron, mowing rights-of-way, leaf collections, cleaning drainage ditches, grading dirt streets, cleaning paved streets, and utility cuts with asphalt
- Coordinates equipment and vehicle maintenance repair. Participates in the work of maintenance crews, usually by operating heavy equipment when necessary and general labor tasks as needed
- Makes daily field inspections of streets projects to review progress and ensure completion. Meets with citizens to inform them about projects near their homes, to investigate complaints, and resolve problems
- Reports to, and advises Public Works Director on streets activities
- Provides budget input for division and assists with procurement of supplies, equipment, and contracted work
- Prepares work orders and maintains records
- Repairs and maintains storm drainage system, sidewalks, curbs, and gutters
- Performs other duties as assigned
- Manages the mandated bridge inspection process and oversees reporting
- Oversees the Stormwater Management Program for public works
- Coordinates and performs workorder preparation for the division
- Communicates with citizens and customers regarding requests and needs
- Assists with managing the Street Improvement Program and improvement process

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of modern streets and appurtenances maintenance and repair

- Thorough knowledge of related occupational hazards and associated safety precautions
- General knowledge of Federal, State, and Local laws and ordinances pertinent to related functions
- Considerable knowledge of modern equipment and methodologies utilized in operations
- Working knowledge of management practice and theory
- Some knowledge of governmental engineering, personnel, and purchasing practices
- Skill in the operation of heavy equipment utilized in street maintenance and repair
- Ability to supervise the work of several small crews; ability to maintain effective working relationships with City officials, other public officials, employees, and the public
- Ability to communicate effectively orally and in writing
- Ability to read relevant plans and drawings

Physical Requirements

- Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions.
- Must be able to perform sedentary work exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to take and transcribe minutes, prepare, and analyze data and statistics, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

- Any combination of education and experience equivalent to graduation from high school supplemented by courses in civil engineering or related field. Extensive experience in streets maintenance, including equipment operation experience and some supervisory experience preferred. ADA training related to street/sidewalk requirements and leadership/employee relation training preferred.

Special Requirements

- Possession of a valid North Carolina Driver's License.
- Possession of valid North Carolina Class B Driver's License, or ability to obtain within six months of assignment to this class.